

## TIPS ON SEARCHING FOR VENDORS

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There are several ways to search for vendors within vouchers, while looking for vendors in Purchase Orders requires searching on the Short Name only. In addition to the tips below, see the web page on searching by short name also:

<http://www.nd.gov/spo/connectnd/manual/searching-short-name.pdf>

Always use more than one search when looking for a vendor. Keep the search criteria short. If you try to find a vendor by a full name, there may be slight variations in the spelling. Search each of the following fields separately.

- Name 1
- Short Name
- Change the dropdown menu on Name 1 from 'begins' to 'contains' and try another search using a significant word within the vendor's name.
- Search in the Customer Number (when available) using the last four digits of the vendor's TIN number.

Examples on how to search specific type of vendors:

### 1. ACRONYMS

- a. Name 1 – use 'begins with'- example: THEATRE IN HIGHER EDUCATION, ASSN FOR (no space between the comma and both words)
- b. Name 1 - use 'contains' – example: enter 'THEATRE' or 'ASSN' or 'EDUCATION', etc.
- c. Short Name – enter ATHE

### 2. ASSOCIATION, ASSN, or ASSOC

- a. Name 1 – use 'begins with'- example: WORLD WRESTLING, ASSN OF
- b. Name 1 use 'contains' and enter 'WORLD' or 'WRESTLING' OR 'ASSN', etc.
- c. Short Name – example: WORLD WRES

### 3. BOARDS

- a. Name 1 – use 'begins with'- example: NURSING, ND BOARD OF
- b. Name 1 use 'contains' and enter 'NURSING' or 'BOARD', etc.
- c. Short Name – example: NURSING

### 4. CITIES

- a. North Dakota
  - i. Name 1 - use 'begins with'- example: BISMARCK, CITY OF; MANDAN, CITY OF
  - ii. Name 1 use 'contains' and enter 'BISMARCK' or 'MANDAN'.
  - iii. Short Name – example: CITIES
- b. Out of State
  - i. Name 1 - example: ST PAUL, CITY OF
  - ii. Name 1 use 'contains' and enter 'PAUL'
  - iii. Short Name – example: ST PAUL

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### 5. COMPANIES

- a. Beginning with The
  - i. Name 1 – use 'begins with' - example: SCRATCH PAPER CO,THE
  - ii. Name 1 use 'contains' and enter 'PAPER'
  - iii. Short Name – example: SCRATCH PA
- b. Beginning with ND or North Dakota
  - i. Name 1 – use 'begins with' - example: GROWERS ASSN,ND
  - ii. Name 1 use 'contains' and enter 'GROWERS' OR 'ASSN'.
  - iii. Short Name – example: GROWERS AS

### 6. COUNCILS

- a. Name 1 – use 'begins with' - example: ADULT EXPERIANCIAL  
LEARNING,COUNCIL FOR
- b. Name 1 use 'contains' and enter 'EXPERIANCIAL' or 'LEARNING' or 'COUNCIL'
- c. Short Name – example: ADULT EXPE

### 7. COUNTIES

- a. North Dakota
  - i. Name 1 – use 'begins with' - example: ADAMS, BURLEIGH
  - ii. Short Name – example: COUNTY
- b. Out of State
  - i. Name 1 – use 'begins with' - example: DANE COUNTY
  - ii. Short Name – example: DANE

### 8. INDIVIDUALS

- a. DIFFERENT GENERATIONS
  - i. Name 1 – use 'begins with' - example: BACH JR,JAMES R
  - ii. Name 1 use 'contains' and enter 'BACH'
  - iii. Short Name – example: BACH JR
- b. COMBINED INDIVIDUALS
  - i. Name 1 – use 'begins with' - example: Smith,George & Judy would be  
SMITH,GEORGE (add SMITH,JUDY to the Address 1 line)
  - ii. Name 1 use 'contains' and enter 'GEORGE'.
  - iii. Short Name – example: SMITH
- c. DOCTORS
  - i. Name 1 - use 'begins with' - example: Dr. Josh Foster would be  
FOSTER,JOSH DR
  - ii. Name 1 use 'contains' and enter 'JOSH'.
  - iii. Short Name – example: FOSTER

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### 9. NATIONAL or NATL

- a. Name 1 – use 'begins with' - example: RODEO ASSN,NATIONAL
- b. Name 1 use 'contains' and enter 'NATIONAL'.
- c. Short Name – example: RODEO ASSN

### 10. US POST OFFICES & POSTAL SERVICES

- a. All under vendor #310

### 11. PUNCTUATION EXCEPTIONS

- a. example: AMAZON.COM (web company name)
- b. example: SMITH,GEORGE (an individual)
- c. example: RODEO ASSN,NATL (separate a beginning & ending)

### 12. SCHOOLS (K-12)

- a. North Dakota
  - i. Name 1 – use 'begins with' - example: BISMARCK PUBLIC SCHOOLS
  - ii. Short Name – SCHOOL
- b. Out of State
  - i. Name 1 – use 'begins with' - example: HURON VALLEY SCHOOLS
  - ii. Name 1 use 'contains' and enter 'VALLEY'
  - iii. Short Name – HURON VALL

### 13. STATE AGENCIES

- a. North Dakota
  - i. Name 1- use 'begins with' - example: AUDITORS OFFICE,ND STATE
  - ii. Name 1 use 'contains' and enter 'AUDITOR'
  - iii. Short Name – example: STATE
- b. Out of State
  - i. Name 1 – use 'begins with' - example: SOUTH DAKOTA DEPARTMENT OF LABOR
  - ii. Short Name – example: SOUTH DAKO

### 15. UNIVERSITIES/COLLEGES

- a. North Dakota
  - iii. Name 1 – use 'begins with' - example: BISMARCK STATE COLLEGE  
Short Name – example: BSC
  - iv. Name 1 use 'contains' and enter 'COLLEGE'
- b. Out of State
  - v. Name 1 – use 'begins with' - example: SOUTH DAKOTA STATE UNIVERSITY
  - vi. Short Name – example: SDSU

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### SEARCH QUERIES

The Vendor Registry Office has some queries that may help in search Name2, Alternate Name, and TIN numbers. The queries are:

1. NDS\_VNDR\_NAME2\_SEARCH
2. NDS\_VNDR\_TIN\_SEARCH1

Please let the Vendor Registry Office know if there is a problem with these queries.